

## **Questions and Answers For the Marriage Initiative**

1. Can door prizes or incentives be included in the budget?

Door prizes and incentives for attendance will not be allowable costs under this funding opportunity.

2. Does the \$2,500 cap on speakers include travel expenses or just the honorarium?

The \$2,500 limit for program speaker(s) will be “all inclusive” for outside speaker fees and costs.

3. Do services, such as catering or babysitting, have to be performed by an existing professional business?

As stated in the RFQ, the only expenditures that will be allowed under this funding opportunity are meeting space expense, training material, program speakers, equipment rental, consumable office supplies, program refreshments/meals and program outreach.

Appendix “A” of the RFQ provides a detailed explanation of what expenses will be allowed under each line item. Each organization will be required to maintain proof of purchase (receipts/invoices) for all expenditures under this funding opportunity. All allowable expenses will be reimbursed according to the terms of the contract.

4. What basic structure should the proposal be submitted in?

The basic structure of the submitted proposal should be as outlined in section 40.01. In addition the requirements set forth in section 10.09 must be met. As stated in section 10.09, the responses should be sufficiently detailed so as to substantiate that services offered meet or exceed all requirements of the Request for Qualifications. Each prospective contractor should read the entire Request for Qualifications to ensure that all requirements are adhered too.

5. Are there specific requirements for formatting the proposal?

The font, number of pages, margin size and page numbering were not addressed in the RFQ. The responses should be sufficiently detailed so as to substantiate that services offered will meet or exceed all requirements of the Request for Qualifications.

6. What is the cost to order additional Marriage Garden Folders?

Additional copies of the Marriage Garden folders will be available free of charge from the University of Arkansas Cooperative Extension Service. However, if a contractor would desire to purchase additional copies of the reading materials from the suggested book list it will have to be purchased.

7. To whom should the letters of reference be address to?

The letters of reference should be addressed to Elroy Willoughby on behalf of the TANF Marriage Initiative.

8. Should the resumes be prepared for a job search or more as curriculum vitae?

The resumes should reflect the individuals experience and ability to perform the duties of the program.

9. Will the cost of hotel rooms be an allowable expense if the program is designed as a retreat? Will the cost of renting vans be an allowable expense? Is the cost of gas an allowable expense? May we purchase tickets to plays, if the program is designed as a retreat as an outing for the couples?

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10. If utilizing multiple speakers, should the specific names be listed in the budget?

The total budgeted amount for all speakers should appear on the budget form. In addition, the budget narrative should outline the total number of speakers and the cost associated with each speaker.

11. Do the married couple have to be TEA eligible to participate in the program?

There will be no TEA eligibility requirement for the TANF Marriage Initiative.

12. What type of monthly reports are required?

The monthly reporting templates will only be provided to the recipients of the Marriage Initiative contracts.

13. If the proposal is approved, will it be permissible to move funding between various budget line items?

Funding can only be moved between line items upon written approval from DWS. The term of the contract will only be for six months; therefore, all budget revision requests must be received within the first sixty days of the contract period. Budget revision requests received after this time will be denied.

14. Is it permissible to purchase training materials "in-house"?

Proof of purchase will be required for all materials purchased with TANF funding. Invoices and receipts must be on file to support all expenditures for the program.

15. Should the name of the organization be mentioned in the proposal if the program will be operated under a separate program?

The name of the organization seeking to acquire the TANF funded contract should be listed in the response to the Request for Qualifications (See section 40.02 of the RFQ).

16. Is an IRS Tax-Exempt number sufficient in place of an employer's ID?

The federally identified tax ID number for the organization should be listed in the appropriate space on the response to the Request for Qualifications.

17. If the organization does not have an EEO statement, what should be included regarding the statement?

An organization should provide a written statement on their organization's letter head stating that the organization does not have a formal EEO statement should one not be available.

18. Must the proposal be signed by the person that attended the Marriage Garden Seminar?

The proposal must be signed by the individual authorized to legally bind the respondent (See section 40.02 of the RFQ).

19. Does the discrimination/equal opportunity guidelines apply only to the participants that are to be served?

The EEO Policy should relate to participants only for the purpose of the Initiative.

20. Where should the proposal bid be listed?

The bid will be listed on the budget form.

21. Where would an evaluator/evaluation component be place on the budget sheet in Appendix "A"?

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